**What are the key elements of an effective Languages program?**

**Purpose**

* Program guides the teaching
* Should be able to be picked up and used by another teacher
* Should be congruent with Scope and sequence

**Format**

* Language used should be easy to read and understand
* Program should be combined with the register
* Layout should be clear, intuitive and easy to read
* Program should be usable
* Freedom to be flexible/spontaneous

**Key elements**

* Should have a checklist of all vocabulary and grammar in each unit
* Detailed instructions of teaching and learning activities (for class/job sharing, when teacher away)
* Select targeted *Learn to* and *Learn about* statements from syllabus
* Use a code for the *Learn to* and *Learn about* statements
* Differentiated activities
* Syllabus outcomes
* Duration of Unit of Work
* Scope and Sequence to base program on
* Assessment tasks related to Outcomes
* Reflection and Evaluation
* Dates/time frame
* List of resources: texts, websites, songs, realia, films